United Nations ST/IC/2016/6

Secretariat

8 February 2016

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Revised salary scales for staff in the General Service and related categories at Headquarters**

1. In accordance with article 12.1 of its statute, and on the basis of the methodology for surveys of best prevailing conditions of employment of the General Service and other locally recruited staff at Headquarters and similar duty stations under survey methodology I, the International Civil Service Commission conducted a comprehensive survey in New York, with a reference date of November 2014, for the purpose of making recommendations to the Secretary-General on the salary scales of staff in the General Service and related categories at Headquarters. Representatives of administration and staff participated actively in all aspects of the survey, including the selection of employers and jobs to be surveyed. In accordance with an earlier decision of the Commission, no separate surveys were conducted in respect of the Language Teacher, Public Information Assistant, Security Service and Trades and Crafts categories. Instead, salary levels for those four categories should be adjusted in accordance with the same percentage as that agreed for the General Service category.

2. On the basis of the results of the survey, the Commission recommended salary scales for all five categories of locally recruited staff in New York that are 5.8 per cent lower than the current scales. Accordingly, staff members recruited on or after 1 February 2016 will be paid according to the revised salary scales. Staff members recruited prior to 1 February 2016 will be paid according to the salary scales in effect since 1 March 2014. Those salary scales will remain frozen for the time being. The freeze will remain in place until such time as the annual interim revisions to the lower salary scales close the gap between the two sets of salary scales.

3. In view of the delayed implementation of the outcome of the November 2014 comprehensive salary survey, the annual interim adjustment is now due and will be applied to the 2014 comprehensive salary survey results.

* The present circular, which cancels and supersedes ST/IC/2014/13 of 24 April 2014, will be in effect until further notice.

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4. The interim salary adjustment procedure in place for staff in the General Service and related categories at Headquarters is based upon a 90 per cent movement in the consumer price index (CPI) over a 12-month period, or whenever the trigger point of 5 per cent has been reached in under 12 months, whichever comes first. The CPI reference was based on November 2014 in order to coincide with the comprehensive salary survey month. The CPI for the month of November 2015 reflects a 0.627 per cent movement over the November 2014 index. In application of the aforementioned procedure, the net salaries of staff in the General Service, Language Teacher, Public Information Assistant, Security Service and Trades and Crafts categories will be adjusted upward by 0.6 per cent, or 90 per cent of the CPI movement, effective 1 November 2015 and applicable to the lower salary scales for staff recruited on or after 1 February 2016.

5. The revised salary scales, which are contained in the annex to the present circular, will be implemented in the end of February 2016 payroll.

Annex

Revised salary scales for staff in the General Service and related categories at Headquarters

A. Salary scale for staff in the General Service category at Headquarters

(United States dollars)

Effective 1 November 2015 (applicable only to staff recruited on or after 1 February 2016)

Level		STEPS										
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*
7	(Gross)	69 685	72 618	75 552	78 485	81 419	84 352	87 286	90 219	93 152	96 086	99 019*
	(Gross pension)	67 629	70 365	73 100	75 835	78 571	81 305	84 040	86 776	89 511	92 329	95 262*
	(Total net)	53 083	55 107	57 131	59 155	61 179	63 203	65 227	67 251	69 275	71 299	73 323*
	(Net pension)	53 083	55 107	57 131	59 155	61 179	63 203	65 227	67 251	69 275	71 299	73 323*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
6	(Gross)	62 401	65 049	67 696	70 344	72 992	75 639	78 287	80 935	83 582	86 230	88 878*
	(Gross pension)	60 838	63 307	65 775	68 244	70 713	73 181	75 650	78 119	80 588	83 056	85 525*
	(Total net)	48 057	49 884	51 710	53 537	55 364	57 191	59 018	60 845	62 672	64 499	66 326*
	(Net pension)	48 057	49 884	51 710	53 537	55 364	57 191	59 018	60 845	62 672	64 499	66 326*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
5	(Gross)	56 057	58 289	60 559	62 953	65 347	67 741	70 135	72 529	74 923	77 317	79 711*
	(Gross pension)	54 893	57 038	59 183	61 353	63 585	65 818	68 049	70 281	72 513	74 746	76 978*
	(Total net)	43 482	45 134	46 786	48 438	50 090	51 742	53 393	55 045	56 697	58 349	60 001*
	(Net pension)	43 482	45 134	46 786	48 438	50 090	51 742	53 393	55 045	56 697	58 349	60 001*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
4	(Gross)	50 478	52 501	54 524	56 547	58 569	60 635	62 805	64 974	67 144	69 313	71 483*
	(Gross pension)	49 531	51 475	53 420	55 363	57 308	59 251	61 214	63 237	65 259	67 282	69 305*
	(Total net)	39 354	40 851	42 348	43 844	45 341	46 838	48 335	49 832	51 329	52 826	54 323*
	(Net pension)	39 354	40 851	42 348	43 844	45 341	46 838	48 335	49 832	51 329	52 826	54 323*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
3	(Gross)	45 404	47 238	49 072	50 906	52 740	54 574	56 408	58 242	60 081	62 048	64 015*
	(Gross pension)	44 655	46 418	48 180	49 943	51 705	53 468	55 230	56 993	58 754	60 517	62 342*
	(Total net)	35 599	36 956	38 314	39 671	41 028	42 385	43 742	45 099	46 456	47 813	49 170*
	(Net pension)	35 599	36 956	38 314	39 671	41 028	42 385	43 742	45 099	46 456	47 813	49 170*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
2	(Gross)	40 852	42 510	44 169	45 827	47 486	49 144	50 803	52 461	54 120	55 779*	
	(Gross pension)	40 280	41 874	43 467	45 062	46 655	48 250	49 843	51 437	53 031	54 625*	
	(Total net)	32 230	33 458	34 685	35 912	37 140	38 367	39 594	40 821	42 049	43 276*	
	(Net pension)	32 230	33 458	34 685	35 912	37 140	38 367	39 594	40 821	42 049	43 276*	
	(NPC)	0	0	0	0	0	0	0	0	0	0*	
1	(Gross)	36 839	38 281	39 724	41 213	42 714	44 215	45 716	47 217	48 717*		
	(Gross pension)	36 301	37 742	39 185	40 627	42 070	43 513	44 954	46 397	47 839*		
	(Total net)	29 166	30 277	31 387	32 498	33 608	34 719	35 830	36 940	38 051*		
	(Net pension)	29 166	30 277	31 387	32 498	33 608	34 719	35 830	36 940	38 051*		
	(NPC)	0	0	0	0	0	0	0	0	0*		

Dependency allowances (US$ net per annum):

Child	2 083[a] 2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a] 3 246[b]
Dependent spouse	3 336[a] 3 562[b]
Secondary dependant	1 257[a] 1 307[b] 1 318[c]

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	2 268
Second language	1 134

[a] This lower amount will apply only with respect to staff members for whom the allowance becomes payable on or after 1 September 2006.
[b] This higher amount will apply only with respect to staff members for whom the allowance becomes payable prior to 1 September 2006.
[c] This higher amount will apply only with respect to staff members for whom the allowance becomes payable prior to 1 June 2004.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:
Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

- The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade
- The staff member's service should have been satisfactory

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

B. Salary scale for staff in the Language Teacher category at Headquarters

(United States dollars)

Effective 1 November 2015 (applicable only to staff recruited on or after 1 February 2016)

Level		*STEPS*											
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*[a]
Language Teacher	(Gross)	75 760	78 447	81 134	83 821	86 508	89 195	91 883	94 570	97 257	99 944	102 631	105 318
	(Gross pension)	73 294	75 798	78 304	80 808	83 313	85 818	88 323	90 827	93 494	96 181	98 867	101 554
	(Total net)	57 275	59 129	60 983	62 837	64 691	66 545	68 399	70 253	72 107	73 961	75 815	77 669
	(Net pension)	57 275	59 128	60 982	62 835	64 689	66 542	68 396	70 249	72 103	73 957	75 810	77 664
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

Increments: salary increments within the level shall be awarded annually on the basis of satisfactory service.

Work schedule: the yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and there are scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave with pay.

Dependency allowances (US$ net per annum):

Child	2 083[a] 2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a] 3 246[b]
Dependent spouse	3 336[a] 3 562[b]
Secondary dependant	1 257[a] 1 307[b] 1 318[c]

[a] This lower amount will apply only with respect to staff members for whom the allowance becomes payable on or after 1 September 2006.
[b] This higher amount will apply only with respect to staff members for whom the allowance becomes payable prior to 1 September 2006.
[c] This higher amount will apply only with respect to staff members for whom the allowance becomes payable prior to 1 June 2004.

Language allowances: not entitled.

- Long-service step:
  The qualifying criteria for in-grade increases to the long-service step are as follows:
  - The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade
  - The staff member's service should have been satisfactory

Gross:	Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.
Gross pension:	Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.
Total net:	Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
Net pension:	Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.
NPC:	Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

C. Salary scale for staff in the Public Information Assistant category at Headquarters

(United States dollars)

Effective 1 November 2015 (applicable only to staff recruited on or after 1 February 2016)

Level		*STEPS*				
		I	*II*	*III*	*IV*	*V*
Tour Coordinator/Supervisor and Briefing Assistant[a]	(Gross)	60 985	64 203	67 421	70 638	73 856
	(Gross pension)	59 565	62 518	65 518	68 519	71 519
	(Total net)	47 080	49 300	51 520	53 741	55 961
	(Net pension)	47 080	49 300	51 520	53 741	55 961
	(NPC)	0	0	0	0	0
Public Information Assistant II and Tour Coordinator	(Gross)	53 665	55 978	58 292	60 650	63 131
	(Gross pension)	52 594	54 817	57 041	59 264	61 519
	(Total net)	41 712	43 424	45 136	46 848	48 561
	(Net pension)	41 712	43 424	45 136	46 848	48 561
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	49 245	51 359			
	(Gross pension)	48 346	50 377			
	(Total net)	38 441	40 006			
	(Net pension)	38 441	40 006			
	(NPC)	0	0			

[a] Includes Briefing Assistant as at 1 September 1991.

Reserve guides are paid by the day in accordance with the above rates.

Increments: salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed, as follows:

Public Information Assistant I	6 months
Public Information Assistant II	12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Dependency allowances (US$ net per annum):

Child	2 083[a] 2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a] 3 246[b]
Dependent spouse	3 336[a] 3 562[b]
Secondary dependent	1 257[a] 1 307[b] 1 318[c]

[a] This lower amount will apply only with respect to staff members for whom the allowance becomes payable on or after 1 September 2006.
[b] This higher amount will apply only with respect to staff members for whom the allowance becomes payable prior to 1 September 2006.
[c] This higher amount will apply only with respect to staff members for whom the allowance becomes payable prior to 1 June 2004.

Language allowances: not entitled.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

D. Salary scale for staff in the Security Service category at Headquarters

(United States dollars)

Effective 1 November 2015 (applicable only to staff recruited on or after 1 February 2016)

Level		*STEPS*												
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*
7	(Gross)	92 509	96 100	99 691	103 282	106 873	110 464	114 055	117 646	121 237*				
	(Gross pension)	88 911	92 344	95 934	99 526	103 116	106 707	110 298	113 889	117 480*				
	(Total net)	68 832	71 309	73 787	76 265	78 743	81 220	83 698	86 176	88 654*				
	(Net pension)	68 832	71 309	73 787	76 265	78 743	81 220	83 698	86 176	88 654*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
6	(Gross)	85 692	89 037	92 381	95 726	99 070	102 415	105 759	109 104	112 449*				
	(Gross pension)	82 554	85 673	88 792	91 969	95 313	98 657	102 002	105 347	108 691*				
	(Total net)	64 127	66 435	68 743	71 051	73 359	75 666	77 974	80 282	82 590*				
	(Net pension)	64 127	66 435	68 743	71 051	73 359	75 666	77 974	80 282	82 590*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
5	(Gross)	78 838	81 945	85 052	88 159	91 266	94 373	97 480	100 587	103 694*				
	(Gross pension)	76 164	79 061	81 958	84 855	87 752	90 649	93 723	96 830	99 936*				
	(Total net)	59 398	61 542	63 686	65 830	67 973	70 117	72 261	74 405	76 549*				
	(Net pension)	59 398	61 542	63 686	65 830	67 973	70 117	72 261	74 405	76 549*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
4	(Gross)	71 882	74 732	77 583	80 433	83 283	86 134	88 984	91 834	94 685*				
	(Gross pension)	69 678	72 335	74 993	77 651	80 309	82 967	85 625	88 283	90 939*				
	(Total net)	54 599	56 565	58 532	60 499	62 466	64 432	66 399	68 366	70 332*				
	(Net pension)	54 599	56 565	58 532	60 499	62 466	64 432	66 399	68 366	70 332*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
3	(Gross)	67 068	69 303	71 538	73 773	76 008	78 243	80 478	82 713	84 948	87 183	89 419*		
	(Gross pension)	65 189	67 273	69 357	71 441	73 526	75 609	77 693	79 778	81 861	83 946	86 029*		
	(Total net)	51 277	52 819	54 361	55 903	57 446	58 988	60 530	62 072	63 614	65 157	66 699*		
	(Net pension)	51 277	52 819	54 361	55 903	57 446	58 988	60 530	62 072	63 614	65 157	66 699*		
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*		
2	(Gross)	60 086	62 106	64 127	66 148	68 169	70 189	72 210	74 231	76 252	78 272	80 293	82 314	84 335*
	(Gross pension)	58 758	60 569	62 447	64 331	66 215	68 099	69 983	71 868	73 752	75 636	77 520	79 405	81 289*
	(Total net)	46 459	47 853	49 248	50 642	52 036	53 431	54 825	56 219	57 614	59 008	60 402	61 797	63 191*
	(Net pension)	46 459	47 853	49 248	50 642	52 036	53 431	54 825	56 219	57 614	59 008	60 402	61 797	63 191*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0*
1	(Gross)	53 576	55 266											
	(Gross pension)	52 508	54 133											
	(Total net)	41 646	42 897											
	(Net pension)	41 646	42 897											
	(NPC)	0	0											

Dependency allowances (US$ net per annum):

Child	2 083[a]
	2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a]
	3 246[b]
Dependent spouse	3 336[a]
	3 562[b]
Secondary dependant	1 257[a]
	1 307[b]
	1 318[c]

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	2 268
Second language	1 134

[a] This lower amount will apply only with respect to staff members for whom the allowance becomes payable on or after 1 September 2006.
[b] This higher amount will apply only with respect to staff members for whom the allowance becomes payable prior to 1 September 2006.
[c] This higher amount will apply only with respect to staff members for whom the allowance becomes payable prior to 1 June 2004.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

- Long-service step:
  Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps.

  The qualifying criteria for in-grade increases to the long-service step are as follows:

  - The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade
  - The staff member's service should have been satisfactory

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

E. Salary scale for staff in the Trades and Crafts category at Headquarters

(United States dollars)

Effective 1 November 2015 (applicable only to staff recruited on or after 1 February 2016)

		STEPS						
Level		*I*	*II*	*III*	*IV*	*V*	*VI*	*VII**
TC-8	(Gross)	85 465	88 430	91 396	94 361	97 327	100 292	103 258
	(Gross pension)	82 343	85 108	87 873	90 638	93 569	96 535	99 500
	(Total net)	63 971	66 017	68 063	70 109	72 155	74 202	76 248
	(Net pension)	63 971	66 017	68 063	70 109	72 155	74 202	76 248
	(NPC)	0	0	0	0	0	0	0
TC-7	(Gross)	80 114	82 910	85 707	88 503	91 299	94 096	96 892
	(Gross pension)	77 353	79 961	82 568	85 176	87 784	90 391	93 134
	(Total net)	60 279	62 208	64 138	66 067	67 997	69 926	71 856
	(Net pension)	60 279	62 208	64 138	66 067	67 997	69 926	71 856
	(NPC)	0	0	0	0	0	0	0
TC-6	(Gross)	74 763	77 389	80 015	82 640	85 266	87 892	90 518
	(Gross pension)	72 365	74 812	77 261	79 709	82 158	84 607	87 054
	(Total net)	56 586	58 398	60 210	62 022	63 834	65 646	67 457
	(Net pension)	56 586	58 398	60 210	62 022	63 834	65 646	67 457
	(NPC)	0	0	0	0	0	0	0
TC-5	(Gross)	69 434	71 885	74 336	76 787	79 238	81 688	84 139
	(Gross pension)	67 395	69 681	71 966	74 251	76 536	78 822	81 107
	(Total net)	52 910	54 601	56 292	57 983	59 674	61 365	63 056
	(Net pension)	52 910	54 601	56 292	57 983	59 674	61 365	63 056
	(NPC)	0	0	0	0	0	0	0
TC-4	(Gross)	64 099	66 381	68 663	70 945	73 226	75 508	77 790
	(Gross pension)	62 421	64 549	66 677	68 803	70 931	73 059	75 186
	(Total net)	49 229	50 803	52 377	53 952	55 526	57 101	58 675
	(Net pension)	49 229	50 803	52 377	53 952	55 526	57 101	58 675
	(NPC)	0	0	0	0	0	0	0
TC-3	(Gross)	58 839	60 870	62 986	65 101	67 217	69 332	71 448
	(Gross pension)	57 566	59 462	61 382	63 355	65 328	67 300	69 273
	(Total net)	45 541	47 000	48 460	49 920	51 379	52 839	54 299
	(Net pension)	45 541	47 000	48 460	49 920	51 379	52 839	54 299
	(NPC)	0	0	0	0	0	0	0
TC-2	(Gross)	53 878	55 686	57 494	59 302	61 191	63 130	65 069
	(Gross pension)	52 799	54 536	56 274	58 012	59 749	61 517	63 325
	(Total net)	41 870	43 208	44 546	45 884	47 222	48 560	49 898
	(Net pension)	41 870	43 208	44 546	45 884	47 222	48 560	49 898
	(NPC)	0	0	0	0	0	0	0
TC-1	(Gross)	48 870	50 520	52 171	53 821	55 471	57 122	58 772
	(Gross pension)	47 985	49 572	51 158	52 744	54 330	55 915	57 502
	(Total net)	38 164	39 385	40 606	41 827	43 049	44 270	45 491
	(Net pension)	38 164	39 385	40 606	41 827	43 049	44 270	45 491
	(NPC)	0	0	0	0	0	0	0

Dependency allowances (US$ net per annum):

Child	2 083[a]
	2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a]
	3 246[b]
Dependent spouse	3 336[a]
	3 562[b]
Secondary dependant	1 257[a]
	1 307[b]
	1 318[c]

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	2 268
Second language	1 134

[a] This lower amount will apply only with respect to staff members for whom the allowance becomes payable on or after 1 September 2006.
[b] This higher amount will apply only with respect to staff members for whom the allowance becomes payable prior to 1 September 2006.
[c] This higher amount will apply only with respect to staff members for whom the allowance becomes payable prior to 1 June 2004.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

- Long-service step:
  The qualifying criteria for in-grade increases to the long-service step are as follows:
  - The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade
  - The staff member's service should have been satisfactory

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

United Nations ST/IC/2016/7

Secretariat

14 January 2016

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Designation of duty stations for purposes of rest and recuperation**

1. In accordance with administrative instruction ST/AI/2011/7 and Amend.1 and 2, on rest and recuperation, and following inter-agency consultations, the Office of Human Resources Management approves the Secretariat duty stations that qualify for rest and recuperation, the frequencies thereof and the designation of rest and recuperation destinations. The annex to the present circular contains the list of duty stations approved for rest and recuperation purposes effective as from 1 January 2016.

2. In duty stations where the rest and recuperation frequency has been reduced, the new cycle takes effect immediately. In duty stations where the frequency of rest and recuperation has been prolonged (from 4 to 6 weeks, from 6 to 8 weeks or from 8 to 12 weeks) or where it has been discontinued, staff members or eligible individuals who have already started accruing qualifying service prior to 1 January 2016 may avail themselves of rest and recuperation after completing the period of qualifying service previously in effect. Upon the return of the staff member or other eligible individuals to the duty station, the new frequency shall apply.

3. Should security or severe hardship conditions improve or deteriorate at specific duty stations during the course of the year, the duration of the period of qualifying service (frequency) may be adjusted by the Office of Human Resources Management following inter-agency consultations. Similarly, significant changes in a duty station environment may result in the approval or discontinuation of rest and recuperation.

* Expiration date of the present information circular: 30 June 2016.

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Annex

Consolidated list of duty stations approved by the Office of Human Resources Management for rest and recuperation purposes (effective as from 1 January 2016)

Duty station	*Frequency*	*Rest and recuperation destination*
Afghanistan		
Entire country	6 weeks	Dubai
Algeria		
Tindouf	8 weeks	Las Palmas
Burkina Faso		
Djibo, Dori	12 weeks	Ouagadougou
Burundi		
Bujumbura, Gitega, Makamba, Ngozi	8 weeks	Nairobi
Central African Republic		
Entire country	6 weeks	Yaoundé
Chad		
Baga Sola	6 weeks	Addis Ababa
Abéché, Farchana, Goré, Goz Beida, Mao, N'Djamena, Sarh	8 weeks	Addis Ababa
Colombia		
Quibdo	12 weeks	Bogota
Côte d'Ivoire		
Entire country except Abidjan and Yamoussoukro	8 weeks	Accra
Democratic Republic of the Congo		
Aru, Beni, Bili, Bukavu, Bunia, Butembo, Dungu, Goma, Kalemie, Mahagi, Uvira	6 weeks	Entebbe
Bandundu, Gemena, Kamina, Kananga, Kindu, Kisangani, Matadi, Mbandaka, Mboko, Mbuji-Mayi	8 weeks	Entebbe
Lubumbashi	12 weeks	Entebbe
Democratic People's Republic of Korea		
Pyongyang	8 weeks	Beijing

Duty station	*Frequency*	*Rest and recuperation destination*
Ethiopia		
Kebridehar	6 weeks	Addis Ababa
Jijiga	8 weeks	Addis Ababa
Gaza		
Gaza	8 weeks	Amman
Guinea[a]		
Nzerekore	12 weeks	Accra
Haiti		
Entire country	8 weeks	Santo Domingo
Indonesia		
Jayapura	12 weeks	Jakarta
Iraq		
Baghdad, Kirkuk, Dohuk	4 weeks	Amman
Basrah, Erbil, Sulaymaniyah	8 weeks	Amman
Kenya		
Dadaab, Wajir, Liboi	6 weeks	Nairobi
Kakuma	8 weeks	Nairobi
Kyrgyzstan		
Osh	8 weeks	Istanbul
Liberia		
Entire country	8 weeks	Accra
Libya		
Entire country	6 weeks	Malta
Mali		
Gao, Kidal, Tessalit	4 weeks	Dakar
Mopti, Tombouctou	6 weeks	Dakar
Bamako, Kayes	8 weeks	Dakar

Duty station	*Frequency*	*Rest and recuperation destination*
Myanmar		
Sittwe	8 weeks	Yangon
Myitkyina (Kachin State)	12 weeks	Yangon
Nepal		
Bharatpur, Bidur, Charikot, Dhunche, Gorkha, Manthali	12 weeks	Kathmandu
Niger		
Diffa	6 weeks	Niamey
Maradi, Tahoua, Zinder	12 weeks	Niamey
Nigeria		
Maiduguri	6 weeks	Accra
Bauchi, Gombe, Kaduna, Yola	8 weeks	Accra
Occupied Syrian Golan		
Occupied Syrian Golan	8 weeks	Amman
Pakistan		
Peshawar, Quetta	6 weeks	Dubai
Islamabad, Karachi, Lahore	8 weeks	Dubai
Papua New Guinea		
Port Moresby	12 weeks	Brisbane
Philippines		
Cateel, Cotabato City	8 weeks	Manila
Guiuan	12 weeks	Manila
Sierra Leone[a]		
Entire country except Freetown	6 weeks	Accra
Somalia		
Baidoa, Beledweyne (Belet Uen), Boosaaso, Dolow, Gaalkacyo, Garoowe, Jawhar, Kismaayo, Mogadishu, Wajid	4 weeks	Nairobi
Hargeysa	6 weeks	Nairobi

Duty station	*Frequency*	*Rest and recuperation destination*
South Sudan		
Aweil, Bentiu, Bor, Gokmachar, Juba, Kwacjok, Malakal, Melut, Pibor, Rumbek, Yirol	6 weeks	Entebbe
Kapoeta, Torit, Wau, Yambio	8 weeks	Entebbe
Sri Lanka		
Kilinochchi	12 weeks	Colombo
Sudan		
Abyei, Buram (S. Darfur), El Da'ein (Darfur), El Fasher (Darfur), El Geneina (Darfur), Forobaranga (W. Darfur), Gereida (S. Darfur), Habila (W. Darfur), Kabkabiya (Darfur), Kadugli, Kass (Darfur), Khor Abeche (S. Darfur), Khor Omer, Kutum (Darfur), Labado (S. Darfur), Malha (N. Darfur), Mallit (N. Darfur), Masteri (W. Darfur), Morni (W. Darfur), Muglad (Southern Kordofan), Muhajiriya (W. Darfur), Mukjar (Darfur), Nertiti (W. Darfur), Nyala (Darfur), Saraf Omra/Umra (N. Darfur), Shangil Tobaya (N. Darfur), Sheiria (S. Darfur), Tawila (Tawilah) (N. Darfur), Tine (W. Darfur), Um Baro (W. Darfur), Um Kaddada (N. Darfur), Zalingei (Darfur), Zam Zam (N. Darfur)	6 weeks	Entebbe
Ed Damazin	8 weeks	Entebbe
Syrian Arab Republic		
Entire country (excluding the Alpha side of the United Nations Disengagement Observer Force area of operations)	4 weeks	Amman
Turkey		
Antakya	8 weeks	Ankara
Uganda		
Moroto	8 weeks	Kampala
Kitgum	12 weeks	Kampala
Ukraine		
Donetsk, Kramatorsk, Luhansk, Mariupol, Severodonetsk, Sloviansk	8 weeks	Kiev

Duty station	*Frequency*	*Rest and recuperation destination*
West Bank		
Ramallah	8 weeks	Amman
Yemen		
Sana'a	4 weeks	Larnaca
Aden, Haradh, Sa'ada, Taiz	6 weeks	Larnaca

Note: The consolidated list reflects duty stations with a presence of Secretariat staff members. Specialized agencies, funds and programmes issue organization-specific lists.

[a] A frequency of six weeks applies to staff who are required to work in the Ebola virus disease operations; otherwise, the rest and recuperation cycle effective 1 January 2016 applies.

United Nations ST/IC/2016/8

Secretariat

18 February 2016

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Imposition of fees associated with the privileges and benefits provided by the Office of Foreign Missions for non-United States citizens**

1. The purpose of the present circular is to inform staff of a diplomatic note dated 7 December 2015 from the United States Mission to the United Nations regarding the imposition of certain fees associated with the provision of privileges and benefits by the Office of Foreign Missions of the United States Department of State (see annex).

2. The Office of Foreign Missions requires non-United States citizens to strictly comply with its policies and specific requirements when requesting products and documents. Failure to do so will result in additional expenses for the Office, which must devote significant amounts of time and resources to corrective actions.

3. The note sets out the following fees for failure to comply with the Department's policies and requirements or the replacement or reissuance of products or documents that are lost, damaged or need to be corrected with a deliverable address:

(a) A service fee of $100 for failure to comply with licensing and vehicle registration requirements;

(b) A service fee of $25 for the replacement of each lost or damaged document issued by the Office. The service fee will be waived if the replacement application for a stolen document is accompanied by a copy of the related police report;

(c) A service fee of $25 for the reissuance of each document due to an incorrect address;

(d) A reprocessing fee of $25 to change or correct information listed on the title of a motor vehicle;

(e) A non-compliance fee of $100 on all applications submitted to the Office concerning the sale or transfer of a motor vehicle or the issuance of an export title received after the 30-day grace period following the date of termination of an assignment.

* The present circular will be in effect until further notice.

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Annex

Diplomatic note dated 7 December 2015 from the United States Mission to the United Nations

The United States Mission to the United Nations presents its compliments to the United Nations Secretariat and wishes to outline the Department of State policy concerning its imposition of certain fees associated with the Department's provision of privileges to eligible United Nations staff and their members in certain instances where additional demands are placed upon the Department's resources.

The majority of the members of the United Nations Secretariat abide by the Department's requirements associated with the provision of privileges and benefits by the Office of Foreign Missions, and the Office has asked the United States Mission to convey its appreciation for compliance with those requirements.

However, when such requirements are not followed, the Office must devote significant amounts of time and resources to corrective matters. Furthermore, reissuance of products and documents by the Office generates an additional expense in terms of staff resources and production costs.

Therefore, the Department has decided that the United Nations Secretariat and its members who create additional resource demands by failing to comply with the Department's policies and the relevant laws and regulations of the United States, or request the replacement or reissuance of Office-issued products or documents that are lost, damaged, or need to be corrected with a deliverable address, should bear a portion of the cost associated with resolving such matters.

Failure to comply with licensing and vehicle registration requirements

The United Nations Secretariat is reminded that the Office of Foreign Missions is the exclusive licensing and motor vehicle registration and titling authority in the United States for foreign missions, members of foreign missions and their families who enjoy immunity from legal process.

For any United Nations Secretariat staff member or dependant who, contrary to the Department's requirements obtains or maintains a driver's licence or vehicle registration from one of the 50 states, the District of Columbia, or any United States territory, the Office will issue a Department of State driver's licence or registration (including the associated licence plate, registration card, and decal) only upon payment of a service fee of $100 for each vehicle being registered and for each individual being issued a driver's licence.

Replacement of lost or damaged documents

In the event of loss or damage to the following Office-issued documents, the Office will issue a replacement document only upon payment of a service fee of $25 for each document replaced:

- Motor Vehicle Registration Card
- Registration Decal
- Licence Plate
- Driver's Licence
- Non-Driver Identification Card

- Motor Vehicle Title
- Tax Exemption Card

For any Licence Plates, Driver's Licences, Non-Driver Identification Cards or Tax Exemption Cards that were reported to law enforcement as stolen, the Office will waive the replacement service fee when a copy of the related police report accompanies the replacement application(s). The initial issuance of all the items above will continue to be issued free of charge.

Corrections to documents issued by the Office of Foreign Missions

If a United Nations Secretariat staff member provides an incorrect address which causes the Office-issued document to be undeliverable, the Office must be notified of the correct address to ensure that the documents will be successfully delivered to their intended recipient.

If a United Nations Secretariat staff member requests the replacement of the following Office-issued documents due to an incorrect address provided by the United Nations staff member, the Office will reissue the document only upon payment of a service fee of $25 for each document reissued:

- Motor Vehicle Registration Card
- Driver's Licence
- Non-Driver Identification Card
- Motor Vehicle Title
- Tax Exemption Card

Change to motor vehicle titles

Once a Department of State motor vehicle title has been issued, the Office will charge a $25 reprocessing fee to change information listed on the title, such as a new buyer or a correction to the buyer's name or address.

Failure to timely transfer or export vehicles at the end of an assignment

All United Nations Secretariat staff members who are required to register and title their motor vehicles with the Office are required to return their Department-issued licence plates to the Office within 30 days of the termination of their assignment.

A $100 non-compliance fee will be assessed on all applications submitted to the Office concerning either the sale/transfer of a motor vehicle or the issuance of an export title received more than 30 days after the termination of assignment.

The United Nations Secretariat is requested to communicate this important information to all personnel and their family members. The United Nations Secretariat may direct any questions in this regard to the Office of Foreign Missions by telephone at (646) 282-2825; by electronic mail at ofmnycustomerservice@state.gov. Information concerning the Office's Regional Office is available from www.state.gov/ofm/ro/index.htm.

The United States Mission to the United Nations avails itself of this opportunity to renew to the United Nations Secretariat the assurance of its highest consideration.

United Nations ST/IC/2016/9

Secretariat

7 March 2016

Information circular*

To: All heads of departments and offices with property management authority and property management staff

From: The Assistant Secretary-General for Central Support Services

Subject: **Recording and tracking procedure for non-capitalized property**

I. Purpose

1. The purpose of the present information circular is to inform heads of departments and offices with delegated property management authority and staff members performing property management tasks of the stewardship requirements for recording and tracking non-capitalized property of the United Nations.

2. The definition of property at the United Nations and the procedures for its management and control at all offices, departments and locations of the United Nations Secretariat, including the maintenance and verification of records, and the disposal of the property of the United Nations, are outlined in administrative instruction ST/AI/2015/4.

3. Section 4 of administrative instruction ST/AI/2015/4 categorizes United Nations property and establishes policies and procedures for its financial accounting pursuant to financial rule 105.20. Accordingly, property of the United Nations, whether tangible or intangible, may be classified as "capitalized property" or "non-capitalized property".

II. Definition

4. The present circular provides further details with respect to the procedures for recording and tracking non-capitalized property only, that is, property that does not meet the requirements to be recognized as a financial asset in accordance with the applicable United Nations accounting standards, and as such is not subject to the valuation and accounting procedures as set forth in the information circular on the United Nations policy framework for International Public Sector Accounting Standards (ST/IC/2013/36), but meets the following criteria:

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(a) The property is valued at $1,500[1] or more per unit at the time of purchase or other acquisition;

(b) The property is a specialty item having aesthetic, cultural or other significance or otherwise meriting special control, as may be determined by the relevant head of department or office or by another Secretariat official so concerned, and which is valued at or less than $1,500[1] per unit at the time of purchase or other acquisition; or

(c) Expendable property that is consumed in use, is transformed or absorbed into any substance during use or otherwise loses its identity when in use.

III. Recording

5. Information related to the control, custody, care, use, maintenance, issuance and accounting of non-capitalized property is required to be maintained in the property records and to be monitored throughout its life cycle.

6. Non-capitalized property shall be monitored and accounted for throughout its life cycle, from receipt until write-off for disposal by whatever means, including but not limited to donation, sale, trade-in or destruction by cannibalization or recycling.

7. Property records are not required to be maintained for non-capitalized expendable property. However, property records may be maintained at the discretion of the head of department or office concerned when controls of property are deemed necessary for the efficient management of the operation concerned.

IV. Physical verification

8. Physical verification shall be conducted on a regular basis and as deemed necessary to ensure adequate control over property. The findings of the verification process shall be reconciled with the property records.

9. Physical verification of non-capitalized expendable property may be performed at the discretion of the head of department or office concerned when it is considered necessary to enhance or to ensure appropriate property control and accountability.

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[1] Prior to the implementation of Umoja, an item was determined as "non-capitalized, trackable" by its value at the time of acquisition. With the implementation of Umoja, a profile is added to the material master that dictates stewardship and tracking requirements for each item.

United Nations ST/IC/2016/10

Secretariat

9 March 2016

Information circular*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **No smoking policy at United Nations Headquarters premises**

1. The purpose of the present information circular is to communicate to all staff the measures taken by the Organization with regard to the implementation of General Assembly resolution 63/8, entitled "Smoke-free United Nations premises".

2. The present circular applies to all established United Nations Headquarters premises. It does not apply to separately administered funds and programmes, which are responsible for establishing their own policies on the subject, or to peacekeeping operations or technical assistance projects, for which separate policies are in effect.

3. With the adoption of resolution 63/8 on 3 November 2008, the General Assembly decided to implement a complete ban on smoking at United Nations Headquarters indoor premises and on sales of tobacco products at United Nations Headquarters premises. The Assembly also recommended the implementation of a complete ban on smoking at all United Nations indoor premises, including regional and country offices throughout the United Nations system, and the implementation of a complete ban on sales of tobacco products at all United Nations premises.

4. The Assistant Secretary-General for Central Support Services is responsible for the implementation of the ban on smoking at United Nations Headquarters in New York. The Directors-General of the United Nations Offices at Geneva, Nairobi and Vienna and the executive secretaries of the regional commissions for Asia and the Pacific, Latin America and the Caribbean, Africa, and Western Asia are responsible for the implementation of the ban at their respective duty stations.

5. In order to ensure compliance with the above-mentioned resolution, staff are informed that smoking at United Nations Headquarters indoor premises and annexes in New York is fully banned and that tobacco products are not sold at United Nations Headquarters premises in New York. The ban on smoking also applies to e-cigarettes and similar derivative products.

6. Smokers are reminded that ashtrays have been placed at all entrances to the Secretariat Building so that they can extinguish their cigarettes before entering the

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premises. Designated open-air smoking areas on the compound are clearly marked and signposted. The locations of designated smoking areas may change from time to time. In taking these measures, due consideration has been given to the health and rights of non-smokers, bearing in mind that studies have linked second-hand smoking to cancer, as well as to cardiovascular and respiratory diseases.

7. Smokers who wish to participate in a six-week monitored smoking cessation programme are reminded that they may contact the Medical Services Division (extension 3-7080).

8. The present circular supersedes information circular ST/IC/2009/29 of 10 August 2009.